



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO



Reference Centres  
Centres de référence  
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## TECHNICAL SPECIFICATIONS & SERVICES

### WTO REFERENCE CENTRE AT [INSTITUTION] [CITY], [COUNTRY]

UNDER THE TERMS OF ITS COLLABORATION WITH THE WTO, THE [INSTITUTION] WOULD:

1. Organise consultations on the supply of IT and office equipment according to WTO recommendations.
2. Submit the best offers that meet these specifications to the WTO for approval before issuing the purchase order.
3. Forward confirmation of the installation of the equipment to the WTO

#### A - DESCRIPTION OF EQUIPMENT AND SERVICES:

The equipment brands and models cited are an indication only, whereas the windows operating system and the software are **compulsory**.

- **A High Speed Broadband Internet connection should be provided by the Host.**
- **Support and Warranty: Three Years warranty and service by supplier with Next Business Day Support (NBD).**
- **Please EXCLUDE VAT from the invoice, should it be possible**

#### B - EQUIPMENT/SOFTWARE:

Quantity	DESCRIPTION
<b>3</b>	<b>Any brand of computer (Desktop or Laptop) with Windows operational system 7 or more recent.</b>
	<i>Processor: any recent (NON-ATOM) intel processor (last 2 years)</i>
	<i>Memory: Industry recommendation for latest windows version (currently 4GB)</i>
	<i>Hard Drive: Industry entry level storage capacity (currently 500gb)</i>
	<i>Optical Drive: <b>Industry standard (currently 16x DVD RW)</b></i>
	<i>Screen: Current Industry Standard (19" or above)</i>
	<i>Keyboard: Standard USB Black keyboard</i>
	<i>Mouse: Standard 3 Button USB Optical Mouse</i>
	<i>Network Card: 10/100/1000 Network Card – <b>Wireless card recommended 802.11b/g/n</b></i>
	<i>Graphics Card: Latest Intel or NVIDIA Graphics card</i>
	<i>Network Switch: Min 4 ports</i>
	<b>External speakers</b>
	<i>Operating SYSTEM: Latest Windows Operating System (32 or 64bit)</i>
	<i>Software's: Latest Office Suite. Any Zip program (Ex 7zip)</i>
	<i>Microsoft Security essentials or native windows Anti-Virus , Quick View Plus 10.0</i>
<b>1</b>	<i>Software for Image Drive : Native Windows backup or <b>newest version of Acronis True Image</b></i>
<b>3</b>	<i>Multi socket 2 metres Extension (5 Sockets)</i>
<b>3</b>	<i>ANY MODERN LASERPRINTER OR MFP WITH ADEQUATE PPM (HP, CANON) The WTO uses HP MFP M 475DNor HP Colour Laserjet M550</i>
<b>3</b>	<i>Any Flatbed Scanner (<b>Not needed if MFP's are used</b>)</i>
<b>3</b>	<i>APC Smart-UPS 750VA</i>
<b>3</b>	<i>A4 Size Paper (White - 2x500 sheets)</i>
<b>1</b>	<b>Any Multifunction Copier : (Kyocera Mita seem a good option) With toner to start with</b>
	<i>Auto document feeder</i>

	<i>Duplex Unit</i>
	<i>Pedestal</i>
	<i>Toner ( x5)</i>
5	<i>Genuine Black Toners for ITEM # 4</i>
5	<i>Genuine Colour (Cyan, Magenta, Yellow)Toners for ITEM # 4</i>
<b>1</b>	<b>Video Projector - NEC M260XS or any comparable brand (to be agreed with the WTO)</b>

## **SERVICES**

<b><i>Service after sales and warranty: three-year full warranty and service the next business day following the request for service.</i></b>	
Overall check of components and registration of all equipment in respect of the various guarantees.	
Integration of all components, installation of application pilots and software sold with equipment, e.g. scanner, printer.	
Microsoft "security updates, all the latest service packs, hot fixes, security patches", etc.	
Installation of anti-virus and updating of signature of the latest versions using Internet.	
Installation, registration and activation of all software.	
Delivery of equipment to address indicated, installation on site, complete check including Internet connection.	
Final approval to be given by WTO.	

**Should you require further information, please do not hesitate to contact:**

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